



Anza-Borrego Desert State Park®

JOB ANNOUNCEMENT

SEASONAL PARK AIDE

Anza-Borrego Desert State Park has an immediate opening for a Visitor Services Park Aide at the Sector (Ranger) Office in Borrego Springs. The position will start in September and run through May. The Park Aide is responsible for performing routine general office tasks. This position will perform reception duties, public contact work, answer phones and maintain files. Duties will include answering a wide variety of questions on park information, including rules, regulations and park facilities for the visiting public. Applicants must be able to communicate effectively with the general public as well as park staff and volunteers and prepare both written and computer generated documents.

Park Aides are often the first person the public encounters when calling or entering a State Park. You must be prepared to represent State Parks in a positive way. Applicants must be willing to purchase and wear a uniform and conform to minimal grooming standards. Enthusiasm for the mission of State Parks and an appreciation of our natural and cultural heritage are a definite plus.

Applicants must possess the ability to read, write and speak English at a level required for successful job performance; demonstrate ability to follow directions; compute simple mathematical calculations; learn work procedures and park rules and regulations; perform various manual tasks; interact successfully with the public and address their concerns; and possess the ability to work cooperatively and effectively with park staff and volunteers. Applicants must possess a valid driver license.

Training is provided. This is a Monday through Friday position. Typical work hours are 8:00 am – 5:00 pm with a 40 hour work week. The starting wage is \$10.43 per hour.

Applications must be postmarked or delivered in person by Friday, September 4, 2015. Interviews will be conducted shortly thereafter. Applicants must be able to travel to Borrego Springs for their in-person interview. Phone interviews are available for those living over 100 miles away.

Please mail or drop off a signed standard State Application Form (STD 678) to:

Supervising Ranger Nicole Van Doren
Anza-Borrego Desert State Park
200 Palm Canyon Drive
Borrego Springs, CA 92004
(760) 767-5311

Nicole.VanDoren@parks.ca.gov

For questions please use the contact information above.

Application forms are available online at

<http://jobs.ca.gov/pdf/std678.pdf> or at most State Park offices.